

Housing Assignment and Termination Process

On Post Housing Assignment

The current procedure for assigning family housing is as follows. Service Members (SM) of all ranks with a family housing requirement (eligible family members) may apply for Government quarters (on-post housing). A SM must apply for on-post housing within 30 days of signing into the installation in order to maintain credit for leave, TDY, and restricted tour regarding eligibility date (ED). Otherwise, ED will be the date of application.

The SM must provide a copy of, DA Form 31-Leave Form, clearance form from the previous installation and a copy of orders with any amendments bringing him/her to Fort Leonard Wood. When applying for housing with an additional bedroom requirement due to pregnancy, he/she must provide a signed statement from a doctor verifying the pregnancy. The SM completes an application to get on the housing list. Required information include size of family, bedroom requirement and any other special needs. SM's coming from a dependent restricted tour must apply within 30 days to receive an eligibility date of the "date departed previous duty station for the dependent-restricted tour". If a SM applies for on-post housing after 30 days, his/her eligibility date will be date of application. The SM may decline the first offer of a house, however, a second decline will result in the SM being placed at the bottom of the waiting list. Fort Leonard Wood has 2,472 sets of Family Housing on-post in 7 communities. Housing assignments are determined by grade category and bedroom requirement.

Waiting times vary from one week to three months, depending on the list. Waiting lists are updated weekly and posted in the Housing Office. Pictures and floor plans for housing are posted on the Fort Leonard Wood web site (<http://www.wood.army.mil/dpwhsg/default.htm>). The SM must inform the Housing Office of any changes in unit assignment or telephone numbers. If the Housing Office cannot contact the SM when his/her name reaches the top of the list, the house will be offered to the next SM on the waiting list. If the SM contacted is in a lease, is deployed, or is TDY, the Housing Office puts the SM on Hold. The SM will maintain their position on the waiting list until they are available for assignment. After the SM's intent is known he is placed at the top of the wait list. Once contacted that a house is available for assignment, keys will be made available to the SM to look at the house and an assignment inspection will be scheduled. Once assignment is made, the SM will be given two copies of a memorandum authorizing a Government move. The SM must take one copy to the Transportation Office to schedule a move. The Housing Office will send notification of the SM's assignment to on-post housing to the Finance Office to have BAH terminated. SM's are encouraged to obtain insurance coverage for both personal liability, and property loss/damage. SM has 15 days from assignment to complete a list of any discrepancies found in the quarters and return it to Housing.

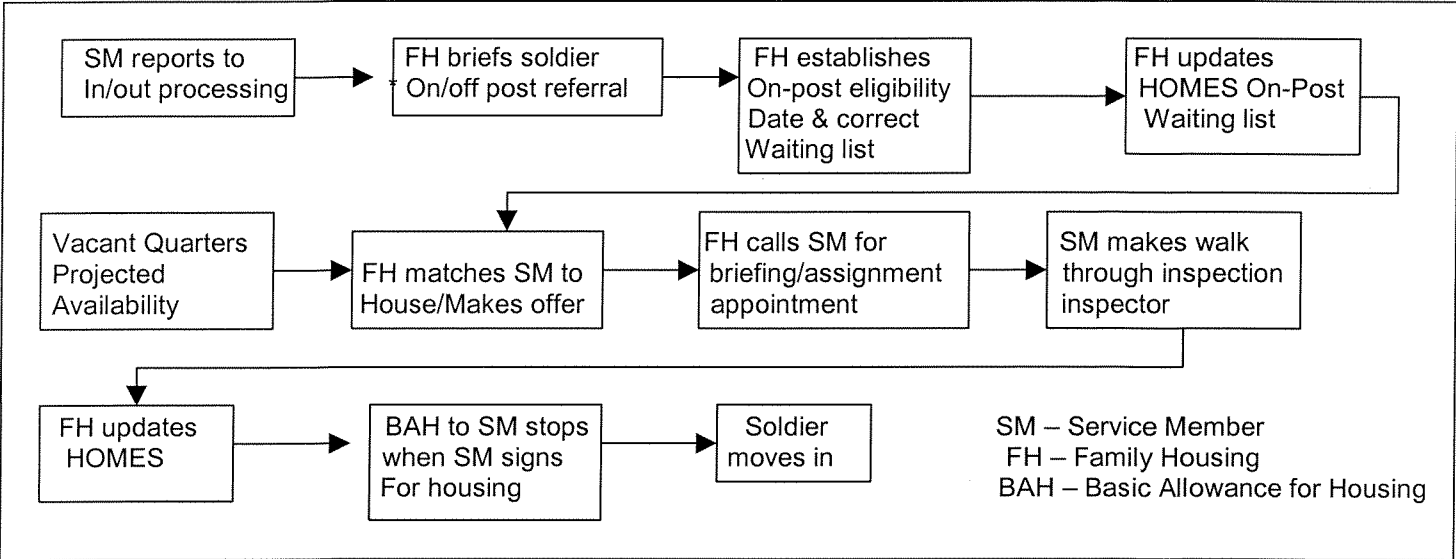
Family members must move into the sponsor's quarters within 30 days of assignment to the on-post housing.

Off-Post Housing Assignment

Once a SM has applied for and has been placed on a waiting list, the counselor will give the SM a projection on just how long he/she will have to wait for housing. A Community Homefinding, Relocation and Referral Services (CHRRS) service is provided for those who choose to live off post.

Typically, all waiting times at Fort Leonard Wood are short.

Service Member/Family In-Processing



Exceptions to Policy

An exception to policy is the process through which a SM can be accelerated on the wait list due to extenuating circumstances that are officially documented and recorded. These requests are submitted to a housing manager for processing and cover several possible reasons: i.e., medical, financial, eviction, compassionate, adjustment to housing waiting list, unaccompanied families (retention) and Key and Essential Personnel.

Medical

The approval of this request requires residing in close proximity of the on-post hospital due to specific medical conditions. Asthma, allergies and pregnancy are not considered medical emergencies and are normally disapproved requests.

Financial

Requests for exceptions for financial hardships inflicted by the Army (e.g., failure to pay SM, a PCS move [permanent change of station] several times in one year, etc.) must be supported by documents, orders and verification from commander.

Compassionate

Most requests are extremely personal in nature and may involve a SM's physical safety and well being. Personal memos and statements from the SM and from knowledgeable, supportive agencies (e.g., Army Community Service (ACS), Red Cross, Chaplain's office, etc.) are written and documented for approval.

Unaccompanied Families/Retention of Government Quarters

Generally, when an on-post SM is going on a "dependent restricted" tour of duty, (i.e. he/she is leaving their family behind), he/she would apply for an exception to policy to have his/her family remain in on-post housing.

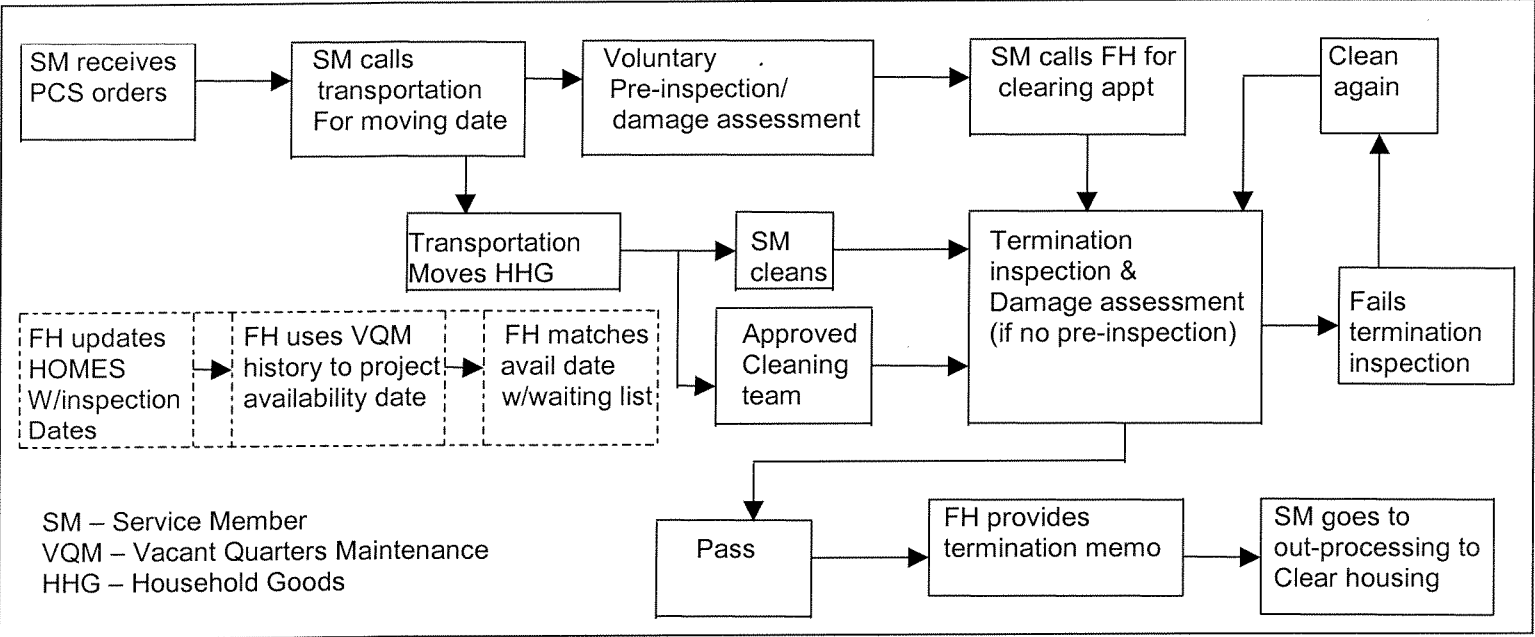
Key and Essential Personnel

Individuals who are designated key and essential are required to reside on-post. These are incumbents who have key and essential responsibilities that require immediate availability on the installation beyond normal working hours. Authority to reside off- post is subject to the approval of the Commanding General.

Termination and Eviction

When a SM is ready to clear government quarters (i.e., PCS, ETS [estimated time of separation], home purchase or change in family status, etc.), they will notify the housing office of their plans. Upon clearing the quarters, the SM must clean the unit or hire an approved cleaning team and schedule a pre-term appointment with the Housing office to arrange for an inspection of the quarters. It is recommended to the SM that a final inspection be scheduled as soon as they have confirmed a household goods pickup date from the Directorate of Logistics (DOL) transportation office. This is to allow sufficient time to correct noted deficiencies and schedule a re-inspection if the quarters do not pass the initial inspection. When the housing inspector has accepted the quarters, the outgoing SM is instructed to proceed directly to the Housing Office (Building 470) to receive termination orders.

Service Member/Family Out-Processing



There are two types of eviction processes: the Housing (loss of entitlement) Termination and the Garrison (disciplinary action) Eviction.

Housing Termination - Loss of Entitlement

This is the most common termination. This entails the loss of eligibility due to divorce or the spouse/family of the SM moving out. Neighbors may call the housing office if they suspect such a status and the office sends out a housing representative to investigate the unit. Because on-post housing is for SMs with family members, any change in that status warrants immediate termination of on-post housing. The SM is notified that he/she is in violation through a termination letter from the Housing Manager. If the SM's situation does not change within 30 days, Housing will contact the SM's unit to coordinate the move.

Disciplinary Action

These are typically very serious violations. Any violation that is found in the Military Police (MP) blotter report may be cause for Garrison eviction. Eviction also results in a SM's ineligibility to apply for government quarters

during the remainder of their tour at Ft. Leonard Wood. Examples include domestic disturbances, unruly children, repeated waste of energy, felony convictions, spouse or child abuse, etc. Depending on the severity of the offense, the Garrison Commander (GC) *eviction notice* to the SM is sent through the SM's chain of command (company commander, battalion commander, brigade commander and division commander). The letter is monitored, an approved exception may grant the SM the right to retain those quarters. If an exception has not been received by the directed termination date, the housing representative contacts the SM's unit to coordinate the move.

Damages

When damages are discovered, either through notification by the SM or by the inspection of quarters, a housing inspector assesses the damage and reports back to the Housing Office. The occupant has the ability to accept or reject the charges put forth by the housing inspector. If they accept, they can either pay the charges at the housing office with money order or cashier's check or submit a *pay adjustment authorization form* that automatically extracts charges from the SM's paycheck. If the SM chooses to contest the damage charges they can request a Report of Survey.

A Report of Survey is a more detailed investigation into the damages and charges conducted by survey officers (appointed by the Director of DPW). Under the report of survey, there are three types of negligence: simple, gross and willful. For excessive damage charges as a result of fire, motor vehicle negligence, occupant negligence, etc., a report of survey is automatically submitted. If a SM is found to be simply negligent, the SM's liability is limited to one month's base pay (-\$1,000). Housing Office absorbs the cost of the balance. If found grossly or willfully negligent, the SM is liable for the total amount of the damages. This results in a statement of charges, which the SM can request to be extracted from their base pay on a pro-rata basis until the debt is exhausted.

When a request for survey is submitted, the survey officer has 15 days to initiate the report. After this investigation is completed, it is submitted to the Approving Authority (AA) (the Director of DPW). If the SM is not found liable then the case is closed and Army Family Housing absorbs the cost of the damages. If the SM is found liable and the SM does not contest, the AA follows up with the collection for damages from the SM. If the SM is found liable and contests, the case may go to the Staff Judge Advocate for legal review. Historically, typical damage to a unit includes, damage to screens, doors, holes in walls (most frequent), and carpet/floor/yard damage due to pets.

S:

ATZT-DPW-H

MEMORANDUM FOR , , Ft. Leonard Wood, MO 65473

SUBJECT: Notice to Vacate Government Housing at

1. It has come to the attention of the Housing Office that you are not residing in government quarters with your family. Unfortunately, IAW AR 210-50, para 3-19a(2), you are no longer authorized government quarters.
2. Please report to the Housing Office, Bldg. 470, Room 1218, immediately to make arrangements to clear quarters.
3. Point of contact on this matter is Ms. Richardson at 596-8357.

CF:
CDR,
CSM,

CHARLES W. HUNT
Chief, Housing Division



* REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, GARRISON COMMAND
U.S. ARMY ENGINEER CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000



ATZT-CG (210)

29 Sep 97

MEMORANDUM THRU Commander, HQ CO, 2-10 IN BN, 3RD BDE

FOR , 304 TURNER

SUBJECT: Eviction from Government Quarters


1. The purpose of this memorandum is to officially notify you that you have 30 days from the date of receipt of this memorandum to vacate government quarters. You have 7 days from receipt of this memorandum to provide the undersigned any pertinent information why this eviction memorandum should not be executed. Any appeal must be sent through your chain of command.

2. It has been reported that you are in violation of AR 210-50, para 3-3a(2), by residing in government quarters without dependents. This command will not allow you to remain in family housing without authorized family members.

3. If you chose to ignore this letter, you will be in violation of ART 92, UCMJ (violation of an order of superior commissioned officer).

Encl
Statement of Acknowledgment

CF:
Family Housing


T. M. DANIEL
COL, EN
Garrison Commander

S:

ATZT-DPW-H

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CF:
CDR,
CSM,

CHARLES W. HUNT
Chief, Housing Division

SAMPLE REQUEST FOR EXCEPTION TO HOUSING POLICY

Your Office Symbol

Date

MEMORANDUM THRU

COMMANDER, . . . Co, . . . (Requires Recommend Approval, Initials and Date)

COMMANDER, . . . Bn, . . . (Requires Recommend Approval, Initials and Date)

COMMANDER, . . . Bde, . . . (Requires Recommend Approval, Initials and Date)

FOR COMMANDER, HQ, USAMANSCEN and Fort Leonard Wood, ATTN: ATZT-DPW-H, Ft. Leonard Wood, MO 65473-5000

SUBJECT: Exception to Housing Policy

1. Details of your request. Explain exactly what you want to do.
2. Full justification for your request.
3. Point of contact, duty and home telephone numbers for the action. Bring your request to the Housing Office, Bldg 470, Room 1218.

Your Name
Rank, SSN
Unit